

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Recreation Supervisor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, implements and evaluates a wide variety of programs at a community, day care, senior citizen center, or recreational center. Manages the overall operation of centers and supervises personnel. Handles business/cash transactions. Attends workshops to enhance skills and generate ideas for events. May work on planning committees for city-wide activities and assist in implementing those activities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages a center or cluster of centers by conducting site visits, providing for control, safety and security of the facility, providing recommendations for improvement, monitoring the budget, evaluating programs, delivering supplies, interpreting policies, training and scheduling employees, and conducting performance evaluations.
2	L	Interacts with citizens by greeting customers, handling inquiries, addressing concerns, and providing information.
3	L	Performs administrative activities by compiling and reviewing reports and schedules, submitting paperwork, collecting monies, and monitoring the budget.
4	L	Plans, implements and promotes events by collecting information, attending workshops to gain new skills and knowledge, consulting with staff for suggestions, and preparing flyers and announcements for upcoming activities.
5	L	Plans, organizes, implements and evaluates daily programs and special events.
6	H	Performs related duties by planning City-wide events, building floats, organizing logistics for City ground breaking, ribbon cuttings, oath of office, memorials, dedications, and recognition ceremonies, including setting up stages, tents, audio equipment, tables, and chairs.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience as recreational specialist.
Certifications and Other Requirements	Valid Driver's License, CPR/First Aid Certification, Child Care Certification
Reading	Work requires the ability to read reports, grants, proposals, books, manuals, memos, policies and regulations at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division and statistical reports at a college level.
Writing	Work requires the ability to write business letters, memos, instructions, directions, reports, grants, evaluations and presentations at a college level.
Managerial	Managerial responsibilities include supervision of subordinates performance, plan activities, special events, work schedules, field trips, staff assignments, committee assignments, and training for staff.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Customer Service, supervision, facility monitoring, presentations, conducting activities, filing, copying, using fax, sign in/out participants
Sitting	C	Computer, desk work, answering telephone, driving, conducting activities, meetings
Walking	F	Inter-office, facility monitoring, presentations, conducting activities, filing, use of copier or fax
Lifting	O	Equipment, office supplies, boxes, purchasing supplies, recreation materials, lunch program items
Carrying	O	Equipment, office supplies, boxes, purchasing supplies, recreation materials, lunch program items
Pushing/Pulling	F	Tables, chairs, equipment, supply cart, vehicle assistance
Reaching	F	To obtain equipment, office supplies, boxes, purchasing supplies, recreation materials, tables, chairs, supply cart
Handling	O	Office supplies, equipment, boxes, purchasing supplies, recreation materials, lunch program items, tables, chairs, supply cart, files, monies, other documents and reports
Fine Dexterity	C	Computer keyboard, calculator, writing, art/craft work
Kneeling	F	Moving office furniture, conducting activities, filing in lower cabinet drawer
Crouching	F	Moving office furniture, conducting activities, filing in lower cabinet drawer
Crawling	O	Moving office furniture, cleaning
Bending	F	Lifting boxes, supplies, conducting activities, filing in lower cabinet drawer
Twisting	O	Moving office furniture, boxes, conducting activities, filing in lower cabinet drawer
Climbing	F	Stairs, ladder, getting in/out of vehicle
Balancing	F	Ladder, getting in/out of vehicle, performing games with participants, training exercises
Vision	C	Computer, desk work, filing, reading, supervision or monitor facility, client interaction, outdoor activities, customer service, cleaning, inventory control
Hearing	C	Telephone, co-workers, staff, general public, vendors, music during activities
Talking	C	Telephone, co-workers, staff, general public, vendors, providing instruction during classes, activities or training, general guidance
Foot Controls	O	Driving, activity demonstrations
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, copy machine, fax machine, telephone, calculator, adding machine, overhead projector, motor vehicle, digital camera, Standard Microsoft Windows and Office software, PrintShop Deluxe, Internet, athletic equipment, stop watch

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	S	Dirt and Dust	D	Office Environment	X
Chemical Hazards	S	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	S	Noise and Vibration	D	Shop	--
Fire Hazards	S	Fumes and Odors	M	Vehicle	--
Explosives	N	Wetness/Humidity	M	Outdoors	--
Communicable Diseases	D	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	M				
Other (see 1 below)	N				

(1)

(2) Recreational Centers/Neighborhood Centers, Playground area, field trips to various locations

PROTECTIVE EQUIPMENT REQUIRED:

Blood Pathogen Kit, dust mask, protective gloves

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)